

## ***Chapter 2 - Parameter and Constituent Code Requests***

### **Parameter Code Request Description**

All data to be entered into the SWQMIS database must be identified by an assigned 5-digit parameter code, and each parameter must be associated with a constituent. A constituent is an element, compound, organism, or water characteristic in its most basic form. A parameter is defined as a given constituent measured in a specific media by a specified method. The [SWQMIS Parameter / Constituent Code Request Form](#) must be completed when adding a new parameter or constituent code or changing an existing parameter or constituent code in the database. This form can be obtained from the hyperlink above, or SWQMIS users can locate the form in the SWQMIS module named 'Forms'.

For a current list of all existing parameter codes in the SWQMIS database, go to [www.tceq.texas.gov/waterquality/clean-rivers/data/storet.html](http://www.tceq.texas.gov/waterquality/clean-rivers/data/storet.html), or contact the [Data Management and Analysis \(DM&A\) Team](#) directly.

SWQMIS users may also use the Parameter Inventory Report for a complete list of parameter codes stored in the database.

### **Request Process**

1. SWQMIS parameter code requests are submitted on the [TCEQ Data Management and Analysis SWQMIS Parameter / Constituent Code Request Form](#) located under the Forms Module within the [SWQMIS database](#) or from [TCEQ's external website](#). Once the form has been completed in its entirety the Requester will need to press the 'Submit Form' button located at the top right corner of the form. A pop-up window will appear asking for the email client being used.
  - i. If the Requester selects the option for Desktop Email Application, an email from the Requester's email client will generate with the completed form attached. The Requester still needs to hit 'Send' on the email that their email client generated. The email will be sent to the TCEQ Water Quality Planning Division's Data Management and analysis Team via their proxy box at [wdma@tceq.texas.gov](mailto:wdma@tceq.texas.gov). GroupWise users should note that if the GroupWise Archive is open, the email client will not generate an email.
  - ii. If the Requester selects the option for Internet Mail, the computer's browser window will appear prompting the Requester to save the form. Once the Requester saves the completed form, they will need to generate an email from their Internet Email. The Requester needs to attach the email by browsing to the location on their computer that the form was saved. The Requestor then needs to submit the email to [wdma@tceq.texas.gov](mailto:wdma@tceq.texas.gov).
2. Once the Data Management and Analysis Team receive the Parameter/Constituent Code Request, a data manager will either contact the Requester for more information or complete the request. Most requests are completed within 10 business days.
3. DM&A will notify the Requester via email once their request is completed. The Requesters completed [TCEQ Data Management and Analysis SWQMIS Parameter / Constituent Code Request Form](#) will be attached with the new or modified Parameter / Constituent Code included.

## **Parameter/Constituent Code Request Fields**

The requestor must complete the shaded portion of the request form.

### *Check Action Required*

The appropriate box must be checked so the DM&A Data Manager knows which action to take (add a new code to the database or make changes to an existing code).

### *Person Submitting Request*

The requestor's name should be entered in the field.

### *Agency or Contractor Name*

Provide the name of the agency with which the requestor is affiliated, or the name of the contractor making the request.

### *Program Area*

Provide the TCEQ program area with which the request is associated.

### *QAPP Title*

Provide the title of the QAPP with which the request is associated.

### *Contact Phone*

Provide a contact phone number for the requestor in case any questions arise during the processing of the request.

### *Explanation of Request*

Provide a brief explanation of why the action is requested

### *Parameter Description*

Provide a brief description of the parameter being requested.

### *Media*

The media in which the parameter is measured (water, sediment, tissue, etc.).

### *Unit of Measure*

Measurement units for the parameter. Enter NA if this field is not applicable.

### *Analytical Method*

Analytical method associated with the parameter. Indicate if this is an approved method. Enter NA if this field is not applicable.

### *Analytical Method Number*

The number associated with the analytical method. Enter NA if this field is not applicable.

*DM&A staff will complete the following form fields:*

### *Parameter Code*

DM&A staff will assign a 5-digit parameter code. This code is then used by the requestor when submitting data. When requesting a change to an existing parameter code, the existing parameter code must be provided by the requestor.

### *Constituent ID*

The ID of the constituent associated with the parameter. A constituent is defined as an element, compound, organism, or water characteristic in its most basic form. For example, if the parameter you requested were Suspended Organic Carbon, the associated constituent ID would be used for Carbon.

### *CAS Number*

The CAS (Chemical Abstracts Service) number associated with the constituent, if applicable.

### *Constituent Category*

Each constituent is associated with a category in the SWQMIS database. Options include Algae, Benthos, Habitat, Macrophytes, Nekton, Physical/Chemical, Phytoplankton, and Zooplankton.

### *Parameter Description*

A description of the parameter.

### *Minimum Value*

A minimum value set for the parameter code. This value sets a data quality control check for values entered into the database. Results less than this value require manual verification.

### *Maximum Value*

A maximum value set for the parameter code. This value sets a data quality control check for values entered into the database. Results greater than this value require manual verification.

### *Entered in SWQMIS by (provided by DM&A Data Manager)*

The signature of the DM&A Data Manager that completes the action requested in the SWQMIS database.

### *Date Entered (provided by DM&A Data Manager)*

The date the action was completed in the SWQMIS database.

## **Parameter Inventory Report**

The SWQMIS database contains parameter codes used for reporting data to the TCEQ. The SWQMIS Parameter Inventory Report contains codes specific to the TCEQ and should not be confused with the list of STORET codes once maintained by the EPA. Data providers should review this report if new or different sampling or analyses are planned. If an existing code does not accurately represent the planned sampling or analyses, a new code should be requested via the SWQMIS Parameter / Constituent Code Request Form. The Parameter Inventory Report contains information on the parameter, reporting units, and analytical method, if applicable.

## ***Fields Listed in the Parameter Inventory Report***

### ***Parameter Code***

This five-digit code is a unique number assigned by the DM&A Team for use in the SWQMIS database.

### ***Parameter Description***

A text description of the parameter, which may include media sampled, analytical method and/or unit of measure.

### ***Units of Measurement***

The units in which the parameter is measured.

### ***Media***

The media in which the constituent was sampled (water, sediment, etc.)

### ***Method***

The analytical method associated with the parameter, if applicable.

### ***CAS Number***

The CAS (Chemical Abstracts Service) number associated with the constituent measured, if applicable.